Planning and Building Agency
Planning Division
20 Civic Center Plaza
P.O. Box 1988 (M-20)
Santa Ana, CA 92702
(714) 647-5804
www.santa-ana.org

Checklists for SB 9 Two-Unit or Urban Lot Split Projects

SB 9 allows owners of single-family residential lots to add a second unit and/or subdivide a single-family residential lot into two for the purposes of creating new housing. For an informational handout on SB 9, please visit https://www.santa-ana.org/forms-applications-and-handouts/ or view the handout attached to this packet.

Two-Unit Projects

SB 9 allows the owner of a single-family residential lot to add a second unit to the property subject to Santa Ana Municipal Code (SAMC) Section 41-2111 et seq. and California Government Code Section 65852.21. A "two-unit project" means the development of two (2) primary dwelling units or, if there is already a primary dwelling unit on the lot, the development of a second primary dwelling unit on a legally subdivided lot in accordance with the requirements of the SAMC. For more information and for a copy of the complete ordinance online, please visit https://library.municode.com/ca/santa_ana/codes/code_of_ordinances?nodeId=PTIITHCO_CH41ZO_ARTXXSMLOSUURLOSPTITPR_DIV2SB9URLOSP.

Projects must meet all the requirements listed below to potential qualify for the ministerial approval of up to two dwelling units on a single-family zoned parcel. The criterial are state and City mandated and cannot be waived or amended.

Submittal Requirements:

1. Submit a New Single & Two Family and Major Modification Application (available online at: https://www.santa-ana.org/documents/new-single-two-family-and-major-modification/)

2. Once the New Single & Two Family and Major Modification Application has been deemed complete and approved by the Planning Division, applicants may submit plans to the Building Division for plan check. Building Division permit applications and forms are available online at: https://www.santa-ana.org/permit-forms-applications-information/.

SB 9 projects must also comply with the City's Objective Design Standards in the Santa Ana Municipal Code. However, the SB 9 subdivision process is ministerial and therefore does not require a public hearing.

3. Deed Restriction prohibiting short-term rental of units created through SB 9.

4. Deed Restriction requiring one of the units be restricted for affordable housing at either very low, low or moderate income levels.

5. Owner occupancy affidavit declaring occupancy of one of the housing units for a period of three years.

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Urban Lot Split (Subdivision) Projects

SB 9 allows the owner of a single-family residential lot to subdivide an existing single-family residential lot into two and to add a new unit to the newly-created lot subject to Santa Ana Municipal Code (SAMC) Section 41-2105 et seq. and California Government Code Section 65852.21. An "Urban Lot Split" means the subdivision of an existing, legally subdivided lot into two (2) lots in accordance with the requirements of the SAMC.

For more information and for a copy of the complete Urban Lot Split ordinance online, please visit https://library.municode.com/ca/santa_ana/codes/code_of_ordinances?nodeId=PTIITHCO_CH41ZO_ARTXXSMLOSUURLOSPTITPR_DIV2SB9URLOSP. Projects must meet all the requirements listed below to potential qualify for the ministerial approval of the Urban Lot Split subdivision. The criterial are state and City mandated and cannot be waived or amended.

Submittal Requirements:

1. Submit a Development Project (DP) Review Application (available online at https://www.santa-ana.org/documents/development-project-review-package/)
2. Submit a Subdivision Application and Submittal Checklist (available online at https://www.santa-ana.org/documents/subdivision-application-and-submittal-checklist/)

Additional Requirements for an Urban Lot Split (Subdivision) Project:

3. Deed Restriction prohibiting short-term rental of units created through SB 9.

4. Deed Restriction requiring one of the units be restricted for affordable housing at either very low, low or moderate income levels.

5. Deed Restriction prohibiting future SB 9 lots splits and non-residential uses.

6. Owner occupancy affidavit declaring occupancy of one of the housing units for a period of three years.

7. Additional requirements:

    a. Grade both properties to drain to the main street and not cross over property lines or provide Reciprocal Drainage Easement between parcels.

    b. Provide Access Easements if crossing over a shared property line.

    c. Provide Utility Service Easements to public unities to service the site if crossing over a

shared property line.

d. Provide separate water meter and sewer lateral for each lot.

SB 9 projects must also comply with the City's Objective Design Standards in the Santa Ana Municipal Code. However, the SB 9 subdivision process is ministerial and therefore does not require a public hearing.

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Urban Lot Split & Two-Unit Project Standards (SB 9)

SAMC Section	City of Santa Ana Urban Lot Split & Two-Unit Project Standards	
Sec. 41-2109 (b)-(f)	**Permitted Zones and Applicability**	Lots that allow single-family residences, subject to certain restrictions or limitations, as follows: 1. At least one new unit created on each resulting lot must be deed restricted for affordable housing at either very low, low or moderate-income levels. 2. Properties that are developed with an historic structure, provide income-restricted housing or located within the Heninger Park (SD40), French Park (SD19) or Floral Park neighborhoods do not qualify for an urban lot split or two-unit project. 3. Environmentally sensitive lots, pursuant to California Government Code §65913.4, including those located within a special flood hazard area, regulatory floodway or earthquake fault zone do not qualify for an urban lot split or two-unit project.
Sec. 41-2109 (g)(1)	**Lot Size**	2,400 sq. ft. minimum
Sec. 41-2109 (g)(2)(3)	**Resulting Lot Size**	1,200 sq. ft. (minimum 60/40% split of original lot area)
Sec. 41-2109 (h)	**Easements**	Subject to approval of a Tentative Parcel Map
Sec. 41-2109 (i)(2)(3)	**Lot Access**	(1) 12.5 ft. of minimum street frontage (2) 20 ft. in depth minimum
Sec. 41-2109 (j)(1)	**Unit Quantity**	No more than 2 residential units per resulting lot
Sec. 41-2109 (j)(2)	**Unit Size**	500 - 800 sq. ft. maximum
Sec. 41-2109 (j)(3)	**Height**	(1) 22 ft. if resulting lot size is less than 2,000 sq. ft. (2) 27 ft. if resulting lot size is greater than 2,000 sq. ft. (3) 5 ft. step-back from the ground floor to second story is required
Sec. 41-2115 (f)(4)	**Demolition**	25% of existing dwelling unit exterior walls unless the site has not been occupied in the last 3 years
Sec. 41-2109 (j)(4)	**Lot Coverage**	(1) 35% maximum (2) 50% maximum if deed restricted to provide one-story structures
Sec. 41-2109 (j)(5)	**Open Space**	100 sq. ft. within a private covered patio or deck

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Urban Lot Split & Two-Unit Project Standards (SB 9)

SAMC Section	City of Santa Ana Urban Lot Split & Two-Unit Project Standards	
Sec. 41-2109 (j)(6)(B)(ii)	**Side Yard Setback**	4 ft. interior; 10 ft. exterior
Sec. 41-2109 (j)(6)(B)(ii)	**Rear Yard Setback**	4 ft.
Sec. 41-2109 (j)(6)(C)	**Front Yard Setback**	20 ft.
Sec. 41-2109 (j)(7)	**Parking**	1 space (waived if located within ½ mile walking distance to transit stop)
Sec. 41-2109 (j)(8)	**Design Guidelines**	Apply
Sec. 41-2109 (j)(6)(C)(ii) **Sec. 41-2109 (j)(9)(B)**	**Landscaping**	(1) At least 50% of front yard area landscaped (2) Landscape screening between lots
Sec. 41-2109 (n) **Sec. 41-2115 (j)**	**Deed Restrictions**	(1) No short term rentals (2) Non-residential uses prohibited (3) Separate conveyance of individual dwelling units of a two-unit project is prohibited (4) Owner-occupancy of a dwelling unit (5) New unit to be restricted for affordable housing (6) Residential units to comply with this section